

<b>Document Type:</b>	<b>PO3WAY (CSTARS and SPS Purchase Orders)</b>
<b>Document Description:</b>	This document is used to record simplified acquisition for priced/unpriced services and supplies processed by CSTARS or fixed or estimated price/quantity quantity services or supplies in the Small Purchase System with an anticipated one-time vendor payment or recurring vendor payments.
<b>Source Document(s):</b>	<ul style="list-style-type: none"> <li>• CD-435 – Procurement Request</li> <li>• CD-404 – Supply, Equipment, or Service Order</li> <li>• CD-405 – Partial Receipt Notification</li> <li>• CD-406 – Invoice Receipt Certification</li> <li>• Optional Form 347 – Order for Supplies or Services</li> <li>• Standard Form 30 – Amendment of Solicitation/Modification of Contract</li> </ul>
<b>Matching Criteria:</b>	3 Way Match (Obligation, Receiving Ticket, and Invoice)
<b>Processes:</b>	<ul style="list-style-type: none"> <li>• FM040 Purchase Order Transaction Screen</li> <li>• PM030 Receiving Ticket Transaction Screen</li> <li>• PM003 Vendor Invoice Transaction Screen</li> </ul>
<b>Business Rules:</b>	Use PO3WAY for CSTARS documents with the 2-digit Counter Code of SE, SU, UE, UU, CT, CC, NC, and for SPS documents with the 2-digit Transaction Code of 40 and 43.
<b>Tolerance Levels:</b>	Freight Amount - .00 Percentage for Quantity – 10.000 Percentage for Amount – 25.000 Tolerance Amount – 100.00
<b>Reports:</b>	PM101a – Print Daily Invoice Filing & Certification Report PM102a – Print Released Vendor Invoice by User and Date Report PM102c – Print Interest Paid/Discount Lost Report PM130a – Print Unapproved Invoice Aging Report FM042 – Purchase Order Transaction Look-Up NOA002 – Vendor Maintenance Look-Up PM007 – Vendor Invoice History Look-Up PM040 – Vendor Payment Look-Up
<b>Look-Up Screens:</b>	
<b>CFS-FIMA Interface:</b>	CFS Document Number: 3 Way Match – FM040 Obligation Number FIMA Document Number: 3 Way Match – FM040 Source Reference FIMA Secondary Reference Number: 3 Way Match – FM040 Obligation Number + U

**Purchase Order Transaction Screen**

The Purchase Order Transaction Screen (FM040) is accessed from the FMTRAN menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

**FM040 CONTROL BLOCK**

Purchase Order Transaction Screen		Print <input type="checkbox"/>	fm040
One to One <N>			
Document: Type	PO3WAY C/O <input type="checkbox"/> N	Oblig#	8613-0-0 Total 5,642.25
Feeder System No	WC133002SU0001		
Date	30-JAN-2002	Source Ref	WC2SU0001
Effective Dates	30-JAN-2002-	Status	OPEN 30-JAN-2002
For: Bureau Code	14 Name NOAA	G/L Date	31-JAN-2002 FY 02
Vendor: <N>	No 21350-1 Name SEAPPOINT SENSORS INC		
Approval: Y	By P J O CONNOR	Date	30-JAN-2002
Document: <N>	Notes <N>	Line Notes <N>	AD <N>

Field Name	Source Document Mapping	Action/Description
One to One	N	This field is used to reference a requisition document. Press HOME and select the requisition.
Document: Type	PO3WAY	This field is used to identify the purchase order type. Press HOME and select the document type.
C/O	N – Original Purchase Order Y – Change Order	This field indicates if the purchase order is the original or a change order. This field defaults to <b>N</b> . Enter <b>Y</b> to process a change order.
Oblig #	System Generated – Original PO Select the Obligation # for the C/O	This field identifies the CFS obligation number consisting of: the system generated number, release number, and the change order number. Press HOME and select the obligation number for the change order.
Total	System Generated	This field records the total dollar amount for the detail item(s).
Feeder System No	Enter the Order Number	This field is used to convert open documents from legacy systems into the Core Financial System.
Source Reference	Enter the 9-digit FIMA Document Number	This field is used to enter supporting documentation.
Effective Dates	Enter the Effective Dates	This field is used to record the effective dates of the purchase order. Enter the effective dates or the system defaults to the current date.
For: Bureau Code	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
G/L Date	Use the Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
FY	Enter the Fiscal Year	This field records the fiscal year.
Vendor: < >	<b>SEE VENDOR POP-UP</b>	This pop-up is used to record vendor information for the purchase order.
Approval	N – Did not pass all system edits Y – Passed all system edits	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter <b>Y</b> and press F5.
Notes < >	Notes or Comments	This field is used to record notes or comments for the purchase order transaction. Press F2 and enter the note.

## VENDOR ADDRESS AND SHIPPING DATA POP-UP

Vendor Address and Shipping Data			
Vendor No	21350-1	FOB	DESTIN Freight
Name	SEAPOINT SENSORS INC	Shipvia	
Address	87 NORTH RD		
Address		ShipTo Code	TPR
City	KINGSTON	Name	THIRD PARTY
St/Pr	NH Zip/Postal Code 03848	Address	
Country	US	Address	
Contact	SEAPOINT@SEAPOINT.COM	Address	
Confirmed	N With	Address	
Fixed Price	N Acknowledgement Req N	City	
Exchange: Code	US	St/Pr	Zip/Postal Code
Rate	1.0000000000	Country	
Terms1: Net	30 Days Disc P/A P 000000 W/IN 00 Days		
Terms2: Net	30 Days Disc P/A P 000000 W/IN 00 Days		

Field Name	Source Document Mapping	Action/Description
Vendor No/ID	Select Vendor No and Purch Address ID	This field is used to identify the vendor number and address ID for the vendor's purchasing address. Press HOME and select the vendor number and purchasing address ID.
Contact	Enter the Contact Name	This field indicates the contact person for the purchase order transaction.
Confirmed	Do Not Use	This field indicates if this order is being confirmed.
With	Do Not Use	This field identifies the person that the order is being confirmed with.
Fixed Price	Do Not Use	This field describes if the order is fixed price.
Acknowledgement Req	Do Not Use	This field is used if acknowledgement is required from the vendor.
Terms1:	Enter the Discount Terms	This field indicates the 1 <sup>st</sup> set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
Terms2:	Enter the Discount Terms	This field indicates the 2 <sup>nd</sup> set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
FOB	Enter the FOB Point	This field indicates the FOB point at which title passes. This field defaults to DESTIN if no FOB point is specified.
Freight	Do Not Use	This field is used to indicate any freight information.
Ship Via	Do Not Use	This field is used to indicate the carrier to be used for shipping purposes.
Ship To Code	TPR	This field indicates the third party ship to address. Press HOME and select TPR.

## FM040 DETAIL BLOCK

Item: No	1	Request Detail	<N>	Type	SUPPLY	Commodity Code	G/S
Part No		Stock No		Emp No			
Description	<S>	Other	<I>	Due Date	31-JAN-2002	Acceptance Days	7
RI Mth Act		Quantity		U/M		Unit Price	Extended Amount
Requested:	Q	N		15.000	EA	376.1500	5,642.25
Inventory:							
Account Classification:	<I>					Status	OPEN 30-JAN-2002

Field Name	Source Document Mapping	Action/Description
Item: No	Item Number (s)	This field indicates the item number(s) and is system generated. <b>NOTE:</b> If the item number does not agree with the source document enter the source document item number in the description.
Request Detail	<b>N – No Requisition</b> Y – Reference Requisition(s)	This field is used to reference one or more requisitions. This field defaults to <b>N</b> . Enter <b>Y</b> and select the requisition number(s) and item(s) to be included in the document.
Item: Type	EQUIP – Equipment (Object Class 31XX) EXCISE – Federal Excise Tax FR – Freight (Object Class 22XX) NMERC – Non Merchandise Cost SERV – Services (Object Class 25XX) SUPPLY – Supplies (Object Class 26XX)	This field identifies the item type. Press HOME and select an item type.
Commodity Code	ADVPAY – Immediate Payment – NONE AGR – Perishable Agriculture – AGR CONSTR – Construction Contracts – CONSTR DAIRY – Dairy Products – DAIRY <b>G/S – Goods/Services subject to PPA – STD</b> MEAT – Meta or Meat Products – MEAT MISC – G/S not subject to PPA – NONE RAT – Ratification – NONE	The commodity code determines payment terms under the Prompt Payment Act. Press HOME and select the commodity code.
Description	Enter the Item Description	This field is used to record the description of the item. Press F2 and enter the description, then press F5.
Other < >	<b>SEE OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP</b>	This pop-up is used to record other pertinent information about the purchase order.
Due Date	Enter the Due Date	This field indicates the due date of the item. Enter the due date or if no specific due date is noted enter the current date.
RI Mth	Q – Quantity Based D – Dollar Based	This field indicates if the document is quantity or dollar based. This field defaults to <b>D</b> if a quantity of 1 is entered.
Quantity	Enter the Quantity	This field indicates the quantity of the item. Enter the quantity for the item. <b>NOTE:</b> If the source document is being converted from quantity to dollar based enter a quantity of 1.
U/M	Enter the Unit of Measure	This field indicates the unit of measure of the item. Press HOME and select the unit of measure.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item. Enter the unit price for the item. <b>NOTE:</b> If the source document is being converted from quantity to dollar based enter the entire dollar amount of the item.
Account Classification <>	<b>SEE ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP</b>	This pop-up is used to record the account distribution for each item.

## OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP

Other Pertinent Information for This Item	
Document Matching: Default <input checked="" type="checkbox"/> RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/>	Delivery POC
Holdback: Type <input checked="" type="checkbox"/> Amount <input type="checkbox"/>	-----
PSC Code <input type="checkbox"/>	Delivery Date: 31-JAN-2002
Payment Office Code HQS	Emp: 566
OFFICE OF FINANCE AND ADMINISTRATION	Name: P J O CONNOR
20020 CENTURY BOULEVARD	Phone: 301-427-1118 x113
CALLER SERVICE #9025	Loc: 201 PERRY PARKWAY, GAI
GERMANTOWN MD 20874	
Asset: Category <input type="checkbox"/> Indicator <input type="checkbox"/> AIN <input type="checkbox"/>	

Field Name	Source Document Mapping	Action/Description
Document Matching: Default	Y	This field indicates the document matching for the item. The document matching is established on the Payment Document Matching Maintenance Screen (PM021).
Holdback: Type Amount	D – Dollar Amount Holdback N – No Holdback P – Percentage Amount Holdback	This field indicates the type and amount of a contract holdback. Press HOME and select the type of contract holdback and enter the contract holdback amount.
PSC Code	Do Not Use	This field is used to indicate the product service code. Press HOME and select the product service code.
Payment Office Code	Select the Payment Office code	This field indicates the payment office where the purchase order is being processed. Press HOME and select the payment office code.
Asset: Category Indicator AIN	Do Not Use	These fields are used to record personal property items.
Delivery Date:	Enter the Delivery Date	This field indicates the delivery date. Enter the delivery date or if no specific delivery date is noted enter the current date.
Emp:	Enter the Delivery Point of Contact	This field indicates the Delivery Point of Contact employee number. Press HOME and select the Delivery POC employee number or enter your employee number if no specific Delivery POC is noted.

## ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP

Account Distribution For This Item											
MDL	Percent	Quantity	Amount	ACCS	--- Supporting Document ---		No	Type	Item	MDL	A
1	100.000	15.000	5,642.25	< >							Y
14	89P1ACM-P00	02	06-01-01-000	06-02-0004-00-00-00-00	26-19-00-00	000566					
Acceptance: Emp No		566	Name		P J O CONNOR						
Receiving: Office No		CAMS	Name		CAMS PROGRAM OFFICE						
<div> <div></div> <div>&lt; &gt;</div> <div>-</div> </div>											
Acceptance: Emp No			Name								
Receiving: Office No			Name								
100.000	15.000	5,642.25									

Field Name	Source Document Mapping	Action/Description
MDL	System Generated	This field indicates the multiple distribution line number for the item. This field is system generated.
Percent	Enter the Percentage for each MDL	This field is used to record the percentage for each multiple distribution line. Enter the percentage for each multiple distribution line for a total of 100%.
ACCS < >	<b>SEE ACCOUNT CLASSIFICATION POP-UP</b>	This pop-up is used to record the account classification for each multiple distribution line.
Acceptance: Emp No	Enter your Employee Number	This field indicates the acceptance employee number responsible for the acceptance on a 4-way match document. Press HOME and select the acceptance employee number or enter your employee number if no specific acceptance employee is noted.
Receiving: Office No	Enter the Receiving Office Code	This field indicates the receiving office code. Press HOME and select the receiving office code or enter your receiving office code if no specific receiving office is noted.

## ACCOUNT CLASSIFICATION POP-UP

Account Classification						
Bureau	Project Task	Fund Code	Program	Organization	Object Class	UDF
14	89P1ACM-P00	02	06-01-01-000	06-02-0004-00-00-00-00	26-19-00-00	000566
NOAA						

Field Name	Source Document Mapping	Action/Description
Project/Task	Enter the Project/Task for each MDL	This field identifies the project/task codes for the item and multiple distribution line.
Organization	Enter the Organization for each MDL	This field identifies the organization for the item and multiple distribution line.
Object Class	Enter the Object Class for each MDL	This field identifies the object class for the item and multiple distribution line.
UDF	Enter the Employee Number of the Approver	This field is used to determine the approval routing for the item and multiple distribution line.

The Documents Requiring Approval Screen (WF002) is accessed from the WFM menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

**Receiving Ticket Transaction Screen (Page 1)**

The Receiving Ticket Transaction Screen (PM030) is accessed from the PMTRAN menu. The following fields must be entered and the document approved to record an accrual in the Core Financial System.

**PM030 CONTROL BLOCK**

Receiving Ticket Transaction Screen		1:2	pm030
RT: No	4459	Date	30-JAN-2002
Actual Date Recd	30-JAN-2002	All Items	Y
Document: Type	PO3WAY	No	8613-0
Date	30-JAN-2002	For: Bureau Code	14
Name	NOAA	Vendor: No	21350-1
Name	SEAPPOINT SENSORS INC	Shipper No	
Carrier/Delivered By		Approved: Y	By P J O CONNOR
Date	30-JAN-2002	Notes	< >

Field Name	Source Document Mapping	Action/Description
RT: No	System Generated	This field is the system generated receiving ticket number.
Date	System Generated	This field indicates the system date that the receiving ticket was entered.
Actual Date Recd	Enter the Actual Date Received of the Services or Supplies	This field indicates the actual date the goods or services were received. Enter the received date of the goods or services.
All Items	N – Select each item in Detail Block Y – Displays all items in Detail Block	This field indicates whether all items or only select items from the purchase order will be received. If <b>N</b> is selected, press HOME and select the item(s) in the detail block. If <b>Y</b> is selected, all items from the purchase order will be displayed in the detail block.
Document: Type/No	PO3WAY/Obligation #	This field is used to select the purchase order document type and obligation number to record the receiving ticket against. Press HOME and select the document type and obligation number.
Shipper No	Do Not Use	This field identifies the shipper number.
Carrier/Delivered By	Do Not Use	This field identifies the company/person that delivered/performed the products or services received.
Approved:	N – Did not pass all system edits Y – Passed all system edits	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter <b>Y</b> and press F5.
Notes < >	Notes or Comments	This field is used to record notes or comments for the receiving ticket transaction. Press F2 and enter the note or comment.



## PM030 DETAIL BLOCK]

Item No	RI Mt	Received Today	Accrued To-Date	Over Tolerance	U/M	Unit Price	Dsc
1	Q	15.000	.000		EA	376.1500	<>
							<>
							<>
							<>
							<>
							<>
							<>

Field Name	Source Document Mapping	Action/Description
Item No	All Items N – Select the Item No All Items Y – System Generated	This field indicates the item number(s) from the purchase order. If the All Items field is <b>N</b> , press HOME and select the appropriate item number(s). If the All Items field is <b>Y</b> , all 3-way matched items will be displayed. <b>NOTE:</b> If an item is not being received, place the cursor on the item number then press DELETE.
RI Mt	System Generated	This field indicates if the item is <b>Q</b> - quantity or <b>D</b> - dollar based and is populated from the Purchase Order Transaction Screen (FM040/FM041).
Received Today	Enter the Amount Received Today for each Item	This field records the total quantity or dollar amount received today. Enter the quantity or dollar amount being received for each item.
Received To-Date	System Generated	This field indicates the amount that was previously received against the item.
Over Tolerance	System Generated	This field indicates the over tolerance amount for the item.
U/M	System Generated	This field indicates the unit of measure for the item and is populated from the Purchase Order Transaction Screen (FM040/FM041).
Unit Price	System Generated	This field indicates the unit price for the item and is populated from the Purchase Order Transaction Screen (FM040/FM041).
Dsc	System Generated	This field displays the description for the item and is populated from the Purchase Order Transaction Screen (FM040/FM041).

### Receiving Ticket Transaction Screen (Page 2)

The Receiving Ticket Transaction Screen (Page 2) is automatically updated if the All Items field is **Y** or if the All Items field is **N**, press HOME and select the MDL(s) for each item being received.

**NOTE:** One exception is when an item has more than one multiple distribution line and it cannot be equally distributed between the MDL's a rounding error will occur. An error message will be displayed upon approval of the receiving ticket if this exception happens. To correct this error PAGE DOWN to Page 2 of the receiving ticket and adjust either the Percent, Quantity, or Amount field until the totals equal to page 1.

#### PM030 Page 2

Receiving Ticket Transaction Screen							2:2	pm030
Item: No	<b>1</b>	Type	<b>SUPPLY</b>	Qty Rec'd	<b>15.000</b>	Amount Rec'd	<b>5,642.25</b>	
----- Received -----								
MDL	Percent	Quantity	Amount	Remaining	Ordered	ACCS	Tag	
<b>1</b>	<b>100.000</b>	<b>15.000</b>	<b>5642.25</b>	<b>15.000</b>	<b>15.000</b>	<b>&lt;1&gt;</b>	<b>&lt;1&gt;</b>	
Receiving Office No		<b>CAMS</b>		<b>CAMS PROGRAM OFFICE</b>				
Asset: Category		Indicator		AIN				
Deliver: To		<b>566 P J O CONNOR</b>		Date		<b>31-JAN-2002</b>		
Phone		<b>301-427-1110 x113</b>		Loc		<b>201 PERRY PARKWAY, GAITHERSBURG, MD</b>		
-----								
Receiving Office No								
Asset: Category		Indicator		AIN				
Deliver: To				Date				
Phone				Loc				
-----								
Total	<b>100.000</b>	<b>15.000</b>	<b>5642.25</b>	<b>15.000</b>	<b>15.000</b>			

Field Name	Source Document Mapping	Action/Description
MDL	All Items N – Select the MDL(s) All Items Y – System Generated	This field indicates the multiple distribution line(s) for the item from the purchase order. If the All Items field is <b>N</b> , press HOME and select the multiple distribution line(s) for each item.
Percent	All Items N – Populated from the MDL All Items Y – System Generated	The field indicates the percentage of each multiple distribution line for the item from the purchase order.
Received	All Items N – Populated from the MDL All Items Y – System Generated	This field identifies the quantity or dollar amount being received for this item and multiple distribution line.

**Vendor Invoice Transaction Screen**

The Vendor Invoice Transaction Screen (PM003) is accessed from the PMTRAN menu. If the receiving ticket transaction is entered before the vendor invoice transaction, Press F11 and query on the Doc: No field for the purchase order obligation number and press F12 to retrieve the shell invoice. The following fields must be entered and the document approved to record the vendor invoice in the Core Financial System.

**PM003 CONTROL BLOCK**

Vendor Invoice Transaction Screen		pm003
Bureau	14	Inv: Type VINV No 13002 - 0 Date 30-JAN-2002
Doc: Source	OBLIG	Type PO3WAY No 8613- 0 Symbol < >
Source Ref	WC25U0001	FastPay N
Dates: Recd	30-JAN-2002	Retd Status OPEN 30-JAN-2002
Trans No	371697	Invoice Amount Applied 5,642.25
Vendor Invoice Amount	5,642.25	
Vendor: No	21350- 2	Name SEAPOINT SENSORS INC Addr< >
PPA	<input checked="" type="checkbox"/>	Exchange Code US Customer Inv Type No
Terms:	(1) Net 30 P 0.000 W/In 00 (2) Net 30 P 0.000 W/In 00	
Approval: Y	By P J O CONNOR	Date 30-JAN-2002

Field Name	Source Document Mapping	Action/Description
Bureau	13 – BXA 14 - NOAA	This field is used to record the bureau code. If entering the invoice prior to the receiving ticket press HOME and select the bureau code.
Inv: Type	VINV – Vendor Invoice	This field is used to identify the invoice type. This field defaults to <b>VINV</b> , but can be overridden. If entering the invoice prior to the receiving ticket press HOME and select the invoice type.
Inv: No	Enter the Invoice Number	This field is used to record the vendor's invoice number. Enter the vendor's invoice number.
Inv: Date	Enter the Invoice Date	This field is used to record the date of the vendor's invoice. Enter the vendor's invoice date.
Doc: Source	OBLIG	This field is used to identify the document source. If entering the invoice prior to the receiving ticket press HOME and select the document source.
Doc: Type	PO3WAY	This field identifies the document type of the purchase order. If entering the invoice prior to the receiving ticket press HOME and select the document type and obligation number.
Doc: No	Obligation #	This field identifies the obligation number of the purchase order.
Symbol < >	Do Not Use	This field is used to record the appropriation symbol and the ALC for payment of an SF1080/SF1081 invoice.
Source Ref	System Generated	This field is used to enter supporting documentation.
Dates: Recd	Enter the Received Date	This field is used to record the date that the vendor's invoice was received at the certifying official's office or the finance office. Enter the received date of the vendor's invoice.
Retd		This field is used to record the date that the invoice was returned to the vendor as an improper invoice.

## PM003 Control Block continued

Vendor Invoice Transaction Screen		pm003
Bureau 14	Inv: Type VINU No 13002 - 0 Date 30-JAN-2002	
	Doc: Source OBLIG Type PO3WAY No 8613-0 Symbol <>	
	Source Ref AC2SU0001 FastPay N	
	Dates: Recd 30-JAN-2002 Retd Status OPEN 30-JAN-2002	
	Trans No 371697 Invoice Amount Applied 5,642.25	
	Vendor Invoice Amount 5,642.25	
Vendor: No 21350-2	Name SEAPoint SENSORS INC Addr<>	
PPA <input checked="" type="checkbox"/> Exchange Code US	Customer Inv Type No	
Terms: (1) Net 30 P 0.000 W/In 00 (2) Net 30 P 0.000 W/In 00		
Approval: Y By P J O CONNOR	Date 30-JAN-2002	

Field Name	Source Document Mapping	Action/Description
Vendor Invoice Amount	Enter the Amount Due	This field is used to record the total invoice amount on the vendor's invoice. Enter the total amount due from the vendor's invoice.
Vendor: No	Select Payment Address ID	This field is used to record the vendor number and address ID for the vendor's 'remit to' payment address. Pres HOME and select the payment address ID.
Addr <>	System Generated	This field is used to verify the vendor's payment address and cannot be updated. <b>NOTE:</b> If the address is incorrect, contact your Vendor Database Administrator
PPA	N – Not subject to the PPA Y – Subject to PPA	This field indicates whether or not the vendor's invoice is subject to the Prompt Payment Act. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Exchange Code	US	This field indicates the monetary exchange rate code for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Terms: (1)	Enter the Discount Terms	This field indicates the 1 <sup>st</sup> set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Terms: (2)	Enter the Discount Terms	This field indicates the 2 <sup>nd</sup> set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Approval	N – Did not pass all system edits Y – Passed all system edits	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter Y then press F5.

## PM003 DETAIL BLOCK

R	Itm	Type	MDL	I	D	P	R	A	PP Type	T	R	W/H	D	H	Emp	No	Pmt Inf	Amount
Y	1	SUPPLY	1	Q	Y	Y	Y	N	STD	<N>	N	<N>	Y	<N>		0	<>	5,642.25

Field Name	Source Document Mapping	Action/Description
R	System Generated	This field indicates the status of the item. <b>NOTE:</b> This field can be updated after the approval flag is set to Y.
Itm	System Generated from the RT Select the item from the Purchase Order	This field indicates the item(s) number. If entering the invoice prior to the receiving ticket press HOME and select the item(s) being invoiced.
Type	System Generated	This field identifies the item type from the purchase order.
MDL	System Generated	This field identifies the multiple distribution line(s) (MDL) for the item from the purchase order.
Matching: D	Y	This field indicates the matching criteria and defaults to the matching criteria specified on the Payment Document Matching Maintenance Screen (PM021).
PP Type	AGR – Perishable Agriculture CONSTR – Construction Contracts DAIRY – Dairy Products MEAT – Meat or Meat Products NONE – Not subject to Prompt Pay Act <b>STD – Standard Prompt Payment Terms</b>	This field indicates the prompt payment type and is defaulted based on the commodity code selected on the purchase order.
T < >	<b>N – No Trade-In</b> Y – Trade-In	This field indicates if there is a trade-in associated with the item. To view the trade-in pop-up press F2.
R	N – Not reportable (supplies) Y – Reportable (services)	This field indicates if the item is reportable on a Form 1099-MISC. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
W/H	<b>N – Not subject to backup withholding</b> Y – Subject to backup withholding	This field indicates if the item is subject to backup withholding. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. To view or enter the backup withholding percentage pop-up press F2.
D	N – No Discount <b>Y – Discount</b>	This field indicates if the item is subject to a discount. This field defaults to Y. A discount will only be applied if discount terms are specified in the Term fields.
H	D – Dollar Amount Holdback <b>N – No Holdback</b> Y – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press F2 to view or enter a contract holdback type and amount.
Pmt Inf < >	<b>SEE ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE, AND MDL POP-UP</b>	This pop-up is used to record the account distribution information for each item, type, and multiple distribution line.

## ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE AND MDL POP-UP

Account Distribution For This Item No, Type and MDL						
FY	ACCS	Qty	Unit Price	Amount	Desc	Status
02	<1>	15.000	376.1500	5,642.25	<S> OPEN	30-JAN-2002
14 89P1ACM-P00 02 06-01-01-000 06-02-0004-00-00-00-00 26-19-00-00 000566						
RT	4459	Dates: Accept		G/L	31-JAN-2002	PM006 Flag:<1>
EA		Due		L/R		
		Disct		D/L		Lost
PS: MISC 0 Date 26-FEB-2002						
Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0						

Field Name	Source Document Mapping	Action/Description
FY	Fiscal Year	This field indicates the fiscal year of the item from the purchase order.
ACCS < >	ACCS	This field indicates the ACCS of the item from the purchase order.
Qty	Enter the Quantity	This field indicates the quantity of the item from the receiving ticket or from the purchase order if the invoice is entered prior to the receiving ticket, but can be overridden.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item from the receiving ticket or from the purchase order if the invoice is entered prior to the receiving ticket, but can be overridden.
Desc	System Generated	This field displays the description for the item from the purchase order, but can be overridden.
RT	System Generated	This field records the receiving ticket transaction number.
G/L	Use Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
PM006 < >	System Generated	This field indicates if an Advice of Correction Screen (PM006) has been processed for the item.
Due	System Generated	This field is used to record the due date of the item and is system generated. <b>NOTE:</b> This field can be updated after the approval flag is set to Y.
L/R		This field is used to identify the late payment reason code. Press HOME and select a valid late payment reason code.
D/L		This field is used to identify the discount lost reason code. Press HOME and select a valid discount lost reason code.
PS:	FOR – Foreign Payment MANUAL – Manual Payment <b>MISC – Miscellaneous Payment</b> TRANS – Transportation Payment	This field indicates the payment schedule type to be sent to Treasury. <b>NOTE:</b> For SF1081 payments, select <b>MISC</b> and the system will update the payment schedule to <b>MANUAL</b> after the Manual Vendor Payment Screen (PM041) is approved.
PS: Schedule No	System Generated	This field indicates the payment schedule number for the item and is system generated. <b>NOTE:</b> For SF1081 payments press HOME and select the G-Schedule Number.
PS: Schedule Date	System Generated	This field is used to record the schedule date of the item and is system generated. <b>NOTE:</b> This field can be updated after the approval flag is set to Y.
Payment: PO	System Generated	This field indicates the payment office code where the purchase order, receiving ticket, and invoice are being processed.